Message Text

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ORIGIN OIC-02

INFO OCT-01 EUR-12 ISO-00 CIAE-00 PM-04 INR-07 L-03

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TRSE-00 SAJ-01 /075 R

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R 131550Z MAR 76 FM SECSTATE WASHDC TO AMEMBASSY OSLO

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E.O. 11652: N/A

TAGS: OCON, AFIN, NATO

SUBJECT: NATO - 57TH MINISTERIAL MEETING, MAY 20-21, 1976

- 1. SUBMIT ESTIMATE OF OIC ADMINISTRATIVE SUPPORT COSTS WHEN CONVENIENT. COSTS MAY INCLUDE BUT ARE NOT LIMITED TO ANY OF FOLLOWING OBJECTS: 1131 OVERTIME (AMERICANS), 1134 OVERTIME (LOCALS), 1140 CONTRACT PERSONAL SERVICES, 2311 OFFICE EQUIPMENT RENTAL, 2319 MISCELLANEOUS RENTALS (SECRETARY OF STATE'S SUITE AND HOTEL ROOMS USED AS OFFICES EXCEPT BY U.S. SECRET SERVICE AND STATE SECURITY), 2321 TELEPHONE EQUIPMENT (INSTALLATION AND SERVICE), 2322 TELEPHONE TOLLS, 2430 PRINTING AND REPRODUCTION, 2552 SERVICES OF FACILITY OPERATION (E.G., TEMPORARY PARTITIONING), 2586 REPAIR AND MAINTENANCE OF EQUIPMENT, 2589 OTHER CONTRACT SERVICES (HIRE OF DRIVERS AND VEHICLES, INCLUDING DRIVERS' OVERTIME), 2621 REFERENCE MATERIALS (NEWSPAPERS AND PERIODICALS) AND 2622 OFFICE SUPPLIES.
- 2. SUBMIT TDY MARINE SECURITY GUARD, COMMUNICATOR AND UNCLASSIFIED

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SECRETARIAL REQUIREMENTS AS SOON AS KNOWN INCLUDING

DESIRED ARRIVAL DATES.

- 3. ROOM RESERVED AT SCANDINAVIA HOTEL FOR OIC OFFICE WILL BE SHARED BY S/S-EX ADMINISTRATIVE OFFICER AND SHOULD BE FURNISHED WITH FOUR DESKS, TWO ELECTRIC TYPEWRITERS AND ONE MANUAL TYPEWRITER.
- 4. PROVIDE APPROXIMATE DOLLAR COST OF AVERAGE SINGLE ROOM WITH BATH AT SCANDINAVIA HOTEL.
- 5. OIC WILL REQUEST BY SEPTEL THAT BRUSSELS POUCH THEIR SECRETARY OF STATE INTERIOR DISPLAY FLAG TO OSLO FOR USE IN SECSTATE'S SUITE DURING SU0JECT MEETING. KISSINGER

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